

MILPERSMAN 1306-1702

AVAILABILITY PROCESSING - SPECIAL INSTRUCTIONS

Responsible Office	EPMAC (EP-47,48,TMU)	Phone:	DSN COM FAX	678-5125 (504) 678-5125 678-5126
	NAVPERSCOM (PERS-40A3)		DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Service Record Maintenance.** A copy of the availability report must immediately be filed in the individual's service record and remain there until orders, satisfying the availability, are received.

2. **Excess Personnel.** Do not submit availability reports on excess personnel. Action to assign personnel in excess or make excesses available for reassignment will be initiated by the cognizant manning control authority (MCA), their agent, or Enlisted Placement Management Center (EPMAC).

3. **Former Aviation Officer Candidates (AOC) and Former Naval Aviation Officer Candidates (NAOC).** AOCs and NAOCs dropped from the training program prior to commissioning will be processed as follows:

a. Those who have no active duty obligation remaining and who do not volunteer for active duty shall be released from active duty.

b. Those electing enlistment/reenlistment in the Navy or Naval Reserve or are retained on active duty, after completion of classification and outfitting will be

(1) transferred to nearest Naval Training Center (NTC) for recruit training if the candidate has not held a rate higher than E-1 in the Naval Service (excluding service in the training program), or

(2) retained on board current duty station and made available to the appropriate assignment control authority (ACA) for assignment.

4. **Former Officer Candidates (OC).** OCs dropped from the training program prior to commissioning will be processed as follows:

a. Those whose disenrollment has been approved and who will not be retained on active duty will be separated from the Naval Service.

b. Those retained on active duty, upon completion of classification and outfitting, will be retained on board Naval Education Training Center (NETC), Newport, RI and made available to the appropriate ACA for assignment.

5. **Personnel Disenrolled from Other Officer Programs**

a. U.S. Naval Academy Midshipmen. See MILPERSMAN 1531-020.

b. Other service academies. See MILPERSMAN 1910-184 through 1910-186.

c. Reserve Officer Candidates. See Commander, Naval Reserve Force (COMNAVRESFOR) directives.

d. Aviation Reserve Officer Candidates. See Commander, Naval Air Force Reserve directives.